



GENERAL LETTER NO. 217-A

TO: ALL AGENCY HEADS

RE: REINSTATEMENT FROM MEDICAL LEAVE ON A PART-TIME BASIS

DATE: August 1, 1985 (Retyped 8/1/2003)

Purpose:

The following instructions are being issued to assure a standardized and simplified procedure for dealing with the situation of a full-time employee who returns from a medical leave of absence or maternity leave on a part-time basis.

Introduction:

The State Personnel Act (Chapter 67 of the Connecticut General Statutes) defines "part-time employee" as "an employee holding a position normally requiring less than thirty-five hours of service in each week", (emphasis added). Accordingly, for an employee to be considered "part-time", and thus eligible for pro-rata benefits, he/she must hold a part-time position. Otherwise, the employee is considered as a full-time employee, requiring that a thirty-five hours per week be accounted for, in terms of hours worked, paid leave and/or leave of absence without pay.

Personnel Regulations and various collective bargaining agreements provide for the forfeiture of certain benefits; (e.g., leave accruals, working test period credits) when an employee is on unpaid leave of absence for a period of time. Consequently, the status of an employee's position becomes important in determining eligibility for benefits.

Procedure:

When a permanent, full-time employee who has been on a medical leave of absence or maternity leave is prepared to return to work on a part-time basis, the appointing authority may convert the position and the employee from full-time to part-time using the following method:

A Form **300/200** converting the position to part-time must be forwarded to the Office of Policy and Management for their review. Upon receipt of an approved **300/200**, a Form **301/201** converting the employee to part-time status should be submitted to the Administrative Services Section [**HR Liaison - Human Resources Business Center**] D.A.S. When the employee is able to return to work on a full-time basis, the position and employee may revert through the same process.

This replaces General Letter No. 217 dated 2-25-85.

Questions should be referred to our Administrative Services Section [**Human Resources Business Center at (860) 713-5176**].

Sandra Biloon, Director of Personnel
and Labor Relations